

Washington Community College District 23

Agenda
Special Meeting
May 12, 2011
Cascade Conference Room
Snohomish Hall 304
3:15 p.m.

Estimated Time (p.m.)

- 3:15 **Call to Order** – Emily Yim
- 3:17 **Introduction of Guests** – Jean Hernandez
- 3:20 **Old Business – Action**
- Approval of Tenure for Kim Haines (RN 11-5-1) – Marty Cavalluzzi
- 3:30 **One Hour Recess**
- 3:30–4:30 Tenure Reception**
- 4:30 **Call to Order** – Emily Yim
- 4:32 **Public Comments** – Emily Yim
- 4:42 **Approval of April 14, 2011 Meeting Minutes** – Emily Yim
- Next meetings:** June 1, 2011, 5:00 p.m., joint meeting with Everett CC Board of Trustees
June 9, 2011, 4:30 p.m., regular meeting
- 4:45 **Old Business – Action**
- Approval of Board Policy B 3.3 Revisions (RN 11-5-2) – Emily Yim
 - Approval of Board Policy B 3.7 Revisions (RN 11-5-3) – Emily Yim
- 4:55 **New Business – Action**
- Recognition of Retirees: Al Briggs (RN 11-5-4), Barbara Vandelac (RN 11-5-5) – Emily Yim
- 5:05 **New Business – First Consideration**
- Consideration of New Student Fee – Thao “Tee” Nguyen and Wayne Anthony
 - Consideration of 2011-12 Associated Students’ Fees – Tee Nguyen and Wayne Anthony
 - Consideration of 2011-12 Associated Students’ Budget – Tee Nguyen and Wayne Anthony
 - Consideration of Amendments to Student Constitution – Ean Olsen, Mor Lee and Wayne Anthony
 - Consideration of 2011-12 International Contract Programs – Kevin McKay
 - Consideration of 2011-12 College Fee Schedule – Kevin McKay
 - Consideration of Real Estate Matter – Kevin McKay
- 6:00 **Executive Session** – Emily Yim
- 6:10 **Open Session**
- New Business – First Consideration (continued)**
- Consideration of Real Estate Matter (continued) – Kevin McKay
- 6:15 **Board Updates (Two minutes each)**
- Faculty Representative – Margaret West
 - Classified Representative – Patti Pollardo
 - Student Representative – Ean Olsen
- 6:25 **President’s Report** – Jean Hernandez
- 6:35 **Board Discussion** – Emily Yim
- 7:00 **Executive Session** – Emily Yim
- 8:00 **Adjournment**

The Board of Trustees may convene to an Executive Session to discuss matters covered under RCW 42.30.110. Action from the Executive Session may be taken, if necessary, as a result of items discussed in the Executive Session.

Edmonds Community College will schedule meetings in locations that are free of mobility barriers, and interpreters for deaf individuals and Braille or taped information for blind individuals can be provided when adequate notice is given to the Office of the President, 425-640-1516.



Board of Trustees

Washington Community College District 23

Background

CONSIDERATION OF TENURE

Subject

Consideration of tenure for

Kim Haines

Business Information Technology, Business Division

Background

The Board of Trustees is required to consider the award or denial of tenure following a probationary period not to exceed nine (9) consecutive quarters, excluding summer quarters and approved leaves of absence. Kim Haines has completed her probationary period and is recommended for consideration of tenure.

Recommendation

Approval of tenure for Kim Haines at the May 2011 Board of Trustees meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 11-5-1

CONSIDERATION OF TENURE

Consideration of tenure for

Kim Haines

Business Information Technology, Business Division

WHEREAS, the appointment review committee has met their responsibilities under the law and the negotiated agreement to review the appointment of the above-named and have recommended that tenure be granted, and

WHEREAS, the administration has received the recommendation of the appointment review committee and recommends that Kim Haines be granted tenure,

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees grants tenure to Kim Haines and welcomes her to a permanent faculty position at Edmonds Community College.

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



Board of Trustees

Regular Meeting Minutes April 14, 2011

DRAFT

Trustees Present: Mauri Moore, Dick Van Hollebeke, Jeannette Wood

Trustees Absent: Quentin Powers and Emily Yim

Others Present: Arlene Anderson, Marty Cavalluzzi, David Cordell, Jean Hernandez, Kevin McKay, Patty Michajla, Jim Mulik, Ean Olsen, Patti Pollardo, George Smith, and Margaret West

Call to Order and Introduction of Guests – Dick Van Hollebeke

The April 14, 2011 Board of Trustees meeting was called to order by Vice Chair Dick Van Hollebeke at 4:35 p.m.

Public Comments

Trustee Van Hollebeke noted that the three trustees present had earlier decided to lift the restriction this evening from the board policy regarding public comments pertaining to agenda items only so that those comments could be opened up outside of agenda items.

Melina Boivin, community member, spoke on behalf of her support for the drama program and expressed concern regarding the Blackbox Theater fundraising event “Take a Seat.” She also raised the issue that some students living in the residence hall came to Edmonds CC specifically for the drama classes and were not able to get out of leases once those classes were eliminated. President Hernandez stated that she would address this issue.

No further comments were provided by members of the audience.

Approval of Minutes

Attachment A

Mauri Moore moved and Jeannette Wood seconded the approval of the March 10, 2011 Board of Trustees meeting minutes.

Next Meeting

May 12, 3:15 p.m. (Tenure Reception – 3:30-4:30 p.m.)

NEW BUSINESS – FIRST CONSIDERATION

Consideration of Board Policy on Approval of Program Elimination – Dick Van Hollebeke

Attachment B

President Hernandez provided an explanation of two revisions to the existing Board policy B 3.3. The first revision pertains to new degrees and certificate programs of 16 or more credits requiring Board approval will be changed to 20 or more credits. This revision is being taken to be consistent with the State Board policy.

The second revision is to add the language “Approve discontinuation of all degrees and certificate programs of 20 or more credits, and which required approval by the State Board for Community and

Technical Colleges”. If the Board is approving all of the degrees and certificate programs that are approved by the State Board, then the Board should also approve what will be eliminated at the college level.

In response to a question from Trustee Mauri Moore regarding the drama program, President Hernandez provided an explanation of the difference between programs and certificates or electives. The drama classes are electives, which are part of the general education program.

Consideration of Tenure Status – Marty Cavalluzzi

Attachment C

Vice President Cavalluzzi presented faculty member, Kim Haines, for tenure status in the Business Information Technology Department. Tenure packets were distributed to the Trustees. Approval is scheduled for the May 12, 2011 meeting.

Board Updates

- Faculty Representative – Margaret West
Attachment D
- Classified Representative – Patti Pollardo
No Report Available
- Student Representative – Ean Olsen
Attachment F

President’s Report – Jean Hernandez

Attachment G

In addition to the President’s attached report, additional highlights were provided:

- On April 1st Dr. Hernandez visited legislators in Olympia. Three Foundation Board members and VP John Michaelson joined her in meeting with six legislators. There were honest discussions about the needs of Edmonds and how we need flexibility and their assistance in bringing back the Worker Retraining dollars as well as other issues for the College.
- President Hernandez recently returned from the American Association of Community Colleges Annual Conference. There is a lot of activity around Achieving the Dream and the student completion initiative. The College will have work to do over the next few years to engage all employees. Strategies will be discussed. The kick-off event is in June and Edmonds CC has the potential for being a leading college. Other sessions involved challenges with revenue generation through alumni involvement.
- President Hernandez presented a quarterly personnel report. These reports will be brought to the Trustees every quarter.
- President Hernandez distributed a handout on the House and Senate budgets. Discussion followed regarding the Efficiency Bill and the Five Star Consortium that has addressed local efficiencies between the neighboring community colleges involved.

STUDY SESSION

Attachment H

Institutional Performance Report, Title III, Student Achievement Initiative, Achieving the Dream, and ACCT Governance Institute for Student Success Strategies – Jim Mulik, Eva Smith, Beth Nichols, Pat Huffman and Jean Hernandez

Title III Update

An update was provided on the Title III grant which has laid the foundation for the other initiatives with resources to enable to move forward. The Title III grant is \$1.92M and we are now half way through this five year grant. The key initiatives that Title III grant is supporting include a comprehensive assessment plan and student achievement initiatives.

Key Performance Indicators

Jim Mulik distributed the College Institutional Performance Report booklets noting that there is no change in the data from when it was presented in November 2010 to the Board for their approval. Jim asked the Board to review the booklet and provide any feedback or suggestions. He indicated that the 21 Key Performance Indicators could be shared on the college website where at any time anyone can monitor particular areas, such as enrollment, budget, etc.

Trustee Moore questioned “Core Theme 5 – Support Community and Civic Engagement.” Jim explained that this is one of the two new core themes that the Board approved in June 2010 but there is a list of proposed indicators that need to be taken to the next step. President Hernandez will have staff identify core themes to recommend to the Board at the August retreat. Mr. Mulik noted that the data will be updated in the summer and will be available for the Board in November. Pat Huffman provided an explanation behind the baseline data and targets pertaining to diversity.

Governance Institute for Student Success (GISS)

The Trustees and President Hernandez will attend the three-day Governance Institute for Student Success (GISS) in June. This leadership institute will be partnered with the Association of Community College Trustees. Mr. Mulik led a discussion highlighting the college data that his team has been preparing for the meeting. President Hernandez and staff will review the final GISS data with the Trustees at the June 9th Board of Trustees meeting in preparation for the GISS meeting. She also addressed how the College will focus its efforts as an “Achieving the Dream” college. Several staff members will attend an “Achieving the Dream” conference in June.

Board Discussion – Dick Van Hollebeke

Mauri Moore

- Trustees Association for Community and Technical Colleges (TACTC) update:
 - TACTC was able to award one additional \$1,000 scholarship this year for the All Washington Academic Team scholarships. As TACTC president, Ms. Moore is traveling across the state to visit board meetings at other colleges to become educated on other boards’ operations. The boards are inviting Ms. Moore and Erin Brown, TACTC Administrator, to get their feedback. She plans to visit nine campuses and hopes that the next TACTC president will continue to visit the board meetings to gain more linkage. Ms. Moore would like to invite Erin Brown to attend the Edmonds CC Board retreat in August.
- Trustee Moore requested that refreshments not be served at board meetings. Trustees Van Hollebeke and Wood agreed to not serve refreshments for future board meetings, excluding the May meeting for the Tenured Faculty Reception. Trustees Yim and Powers were absent for comment.

Executive Session

At 6:50 p.m. the Board entered into executive session for 20 minutes to discuss a real estate matter with legal counsel.

Open Session

At 7:10 p.m. the Board entered into open session.

OLD BUSINESS – ACTION

- **Approval of Authorization to Purchase 6600 Building (RN 11-4-1) – Dick Van Hollebeke**

Attachment I

Trustee Van Hollebeke requested approval of the authorization to purchase the 6600 building.

*Mauri Moore moved and Jeannette Wood seconded the approval of Resolution No. 11-4-1.
Approved*

Executive Session

At 7:15 p.m. the Board entered into executive session to discuss the selection of the Excellence in Education Award recipient. No action was taken.

Adjournment

The meeting was adjourned at 7:20 p.m. by Vice Chair Dick Van Hollebeke.

ATTACHMENTS AVAILABLE UPON REQUEST

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary

ATTACHMENT D
BOARD OF TRUSTEES
Monthly Meeting Report
April 14, 2011
AFT Local 4254 EdCC Faculty

Faculty are working very hard but are also waiting for the final numbers from the legislature to see how much pain the college has to endure.

On a more positive note, the union feels the relationship with our new president, Jean Hernandez, is cordial and productive, and that observation is valid for the faculty at large. Personally, I have been delighted by President Hernandez's openness and willingness to communicate.

Also, just tonight, the trustees have opened the public comment section to any item rather than confining comments to those items on the agenda. We welcome this change in policy that can only help the free flow of information.

Thank you.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

ATTACHMENT F
Board of Trustees
Monthly Meeting Report
April 14th 2011
Student Government

Campus Events

- 3/23 Triton Leadership Team Bowling Party
- 4/4-5 Welcome Back Booth served 1900 students
- 4/5-6 Used Textbook Fair
- 4/13 LGBTQ Day of Silence
- 4-14-16, Students of Color Conference, Yakama – 16 students and staff are attending.
- 4/26 Blood Drive
- 5/6-8 Pow Wow
- 5/25 Springfest

Community Involvement

- Over the break Mor Lee and I met with staff from Jay Inslee, Patty Murray, Jim McDermott, and Rick Larson's offices in Washington D.C. This was part of the ASACC (American Student Association of Community Colleges) conference that Mor and I attended. Keynote speakers at the conference included Ralph Nader and Christine Chavez (daughter of Cesar Chavez).
- I will be meeting with Representatives Marko Liias, Mary Helen Roberts and with Senator Paul Shin on April 20th to deliver letters that students have written concerning their experience at Edmonds Community College and its importance to the community.

Important Business

- Services & Activities Budget Committee has developed a 2011-12 preliminary budget and will take testimony on the proposed budget at an Open Hearing, April 15th, 1:00 -3:00 pm. A final budget will be forwarded for administrative review the week of April 18th.
- The Technology Investment Management Committee held its first meeting on April 13th to begin the process of reviewing technology proposals and allocating approximately \$495,000 to technology related projects.

Board Decisions

- The board has approved sending 12 students to the legislative voice academy on May 6th and 7th. This event is where the students from all the CCs in Washington get together to discuss the five major issues that will be on the legislative agenda for students in the following academic year.
- Secretary of State, Sam Reed, will be coming to campus on April 28th from 12:00-1:00 to talk about civics engagement. The Executive Board will be providing lunch for the event, which will be held in Snohomish 304.

Submitted by: Ean Olsen, Administrative Liaison



Board of Trustees

Washington Community College District 23

President's Report April 14, 2011

ATTACHMENT G

The end of March marked the completion of my first academic term at Edmonds Community College. Winter quarter was action-filled from beginning to end. It is the precursor of a spring quarter that will be filled with even more action and two major challenges: enrollment management and budget development. Let me speak to those two challenges, then move on to some of my activities this month.

We've been blessed – some might argue cursed in this time of shrinking budgets – with record enrollment recently, but those days may be over. Beginning with winter quarter of 2009, our state FTES increased more than 8% for seven consecutive quarters when compared to the corresponding quarter a year earlier. During four of those quarters, the enrollment gain was more than 13%. This fall our growth was less than 2%, and our winter enrollment actually declined by 2%. The additional revenue generated by excess enrollments will diminish or disappear in the near future. We will make the necessary adjustments, but it won't be easy.

There's nothing blessed about budget development because our state allotment continues to shrink. The budget picture will be much clearer by the end of April, but this much we know: reductions will be significant. Employee salaries and benefits will likely suffer, and even conservative estimates reduce our state allotment by more than 10% each year of the new biennium. Students will see a double-digit rise in tuition. It isn't a pretty picture, but we will continue to serve our students well.

Our budget issues have deepened my commitment to legislative advocacy. I attended two Saturday town hall meetings with legislators last month. The meeting on March 12 with Representative Ryu and Senator Chase drew approximately 200 citizens. A key message from each legislator was the need to hear from the people. Now is the time to advocate for community colleges, whether you are a college president, a student, or a concerned citizen. We are asking for worker retraining funding, regulatory relief, support on some key bills, and little else.

Other noteworthy legislative activities included two trips to Olympia. On March 23, I represented WACTC in legislative hearings. On April 1, a college delegation consisting mostly of Foundation members met separately with eight legislators. Special thanks go out to Karen Miller, Vaughn Sherman, and Steve Pennington for giving an entire day to our cause. I couldn't have asked for better advocates for Edmonds Community College. Largely because of their presence, most legislators gave us more than the allotted time and engaged us in meaningful

discussions. I'm hopeful these conversations will result in a better budget for us. If not, we were still able to strengthen some important relationships that will help us in the future.

March allowed me to continue broadening and deepening relationships in the community. During the month, I met with:

- Troy McClelland, CEO of Economic Alliance Snohomish County, the organization created by the merger of the Everett/South Snohomish County Chambers and the Economic Development Council
- The Japanese Consulate
- The Premera Blue Cross local leadership team
- Everett CC President David Beyer
- The Edmonds City Council
- A number of donors and friends of the college

March also brought various opportunities to interact with partners and peers.

- Edmonds CC co-hosted with Everett CC a reception for Boeing in celebration of the tanker contract.
- While attending the WACTC meeting in Olympia, I attended the luncheon honoring the All-Washington Academic Team. Edmonds CC was ably represented on the team by Amadou Barrow and Alexei Sherhov. You can read about these two outstanding scholars at this link:

<http://www.edcc.edu/news/news.php?newsID=1678>

- I had the opportunity to visit our educational staff at the Monroe Correctional Complex. Our people there are doing a terrific job under difficult circumstances. By helping the inmates become more skilled and better educated, these dynamic educators contribute great social value to the local economy.
- In early April I attended the American Association of Community Colleges (AACC) Annual Convention in New Orleans where I also participated in a new CEO workshop.

It's been a great first quarter at Edmonds Community College, but we have much work ahead of us before the end of the school year. I look forward to the challenges and want to thank you for supporting my efforts.

Submitted by: President Jean Hernandez



Board of Trustees

Washington Community College District 23

Background

REVISION TO BOARD POLICY B 3.3 BOARD JOB DESCRIPTION

Subject

Consideration and approval of proposed revisions to Board Policy *B 3.3, Board Job Description*.

Background

The Board of Trustees is considering revisions to the following two duties outlined in Board Policy *B 3.3, Board Job Description*:

1. To change the number of credits from “16” to “20” in the duty of “*Approve all new degrees and certificate programs of “20” or more credits, and which require approval by the State Board for Community and Technical Colleges*”
2. To add the duty: “*Approve discontinuation of all degrees and certificate programs of 20 or more credits, and which required approval by the State Board for Community and Technical Colleges*”.

A copy of the proposed revision to Board Policy B 3.3 is attached for the Board’s consideration.

Recommendation

The staff of Edmonds Community College recommends the Board of Trustees adopt the resolution approving the proposed revisions to Board Policy B 3.3 at the Board of Trustees meeting on May 12, 2011, as submitted.



Board of Trustees

Washington Community College District 23

Resolution No. 11-5-2

REVISION TO BOARD POLICY B 3.3 BOARD JOB DESCRIPTION

WHEREAS, the Board of Trustees of Edmonds Community College is governed by a group of twenty-one Board Policies grouped in three primary categories: *Mission and Strategic Directions, Board-Institution Linkage, and Board Planning and Operations, and*

WHEREAS, periodically the Board reviews these policies to ensure they continue to reflect current Board practices, as well as reflect any revisions adopted by the Board, and

WHEREAS, the Board wishes to make revisions to two duties outlined in Board Policy B 3.3, *Board Job Description*:

1. To change the number of credits from “16” to “20” in the duty of “*Approve all new degrees and certificate programs of “20” or more credits, and which require approval by the State Board for Community and Technical Colleges*”
2. To add the duty: “*Approve discontinuation of all degrees and certificate programs of 20 or more credits, and which required approval by the State Board for Community and Technical Colleges*”, and

WHEREAS, the Board wishes to approve those revisions at its May 12, 2011 meeting, and

WHEREAS, College staff have submitted a revised Board Policy B 3.3, *Board Job Description* for review, discussion, and approval by the Board of Trustees, which incorporates the Board’s desired revisions,

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves the revisions to Board Policy B 3.3, *Board Job Description*, as submitted.

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

REVISION TO BOARD POLICY B 3.7 TRUSTEES' CIVILITY AND RESPECT POLICY

Subject

Consideration and approval of revisions to Board Policy *B 3.7, Trustees' Civility and Respect Policy*.

Background

The Board of Trustees of Edmonds Community College is governed by a group of twenty-one Board Policies grouped in three primary categories: *Mission and Strategic Directions, Board-Institution Linkage, and Board Planning and Operations*. Periodically, the Board reviews these policies to ensure they continue to reflect current Board practices, as well as reflect any revisions adopted by the Board. The Board may also approve the addition of a new policy at any time, when the Board believes a new policy is advisable to address a matter not yet covered by existing Board Policies.

On November 9, 2010, the Board approved a written operational policy (*B 3.7, Trustees' Civility and Respect Policy*) to specify the Board's expectations for conducting Trustees meetings with civility and respect, *and* to define a process whereby members of the greater College community may address the Trustees during meetings. It established a clear process to allow for submission of public comments during Trustees meetings, and added a *Public Comment* period to each Trustee meeting agenda as a standard agenda item for future meetings.

The Board of Trustees wishes to make minor revisions to Board Policy *B 3.7*, and to approve those revisions at its May 12, 2011 meeting. A draft of the suggested revised policy is attached to this background statement for review, discussion, and approval by the Board of Trustees.

Recommendation

The staff of Edmonds Community College recommends the Board of Trustees adopt the resolution approving the revisions to Board Policy *B 3.7* at the Board of Trustees meeting on May 12, 2011.



Board of Trustees

Washington Community College District 23

Resolution No. 11-5-3

REVISION TO BOARD POLICY B 3.7 TRUSTEES' CIVILITY AND RESPECT POLICY

WHEREAS, the Board of Trustees of Edmonds Community College is governed by a group of twenty-one Board Policies grouped in three primary categories: *Mission and Strategic Directions, Board-Institution Linkage, and Board Planning and Operations, and*

WHEREAS, periodically the Board reviews these policies to ensure they continue to reflect current Board practices, as well as reflect any revisions adopted by the Board, and

WHEREAS, on November 9, 2010, the Board approved a written operational policy (*B 3.7, Trustees' Civility and Respect Policy*) to specify the Board's expectations for conducting Trustees meetings with civility and respect, *and* to define a process whereby members of the greater College community may address the Trustees during meetings, and

WHEREAS, the Policy established a clear process to allow for submission of public comments during Trustees meetings, and added a *Public Comment* period to each Trustee meeting agenda as a standard agenda item for future meetings, and

WHEREAS, the Board wishes to make minor revisions to Board Policy B 3.7, and to approve those revisions, and

WHEREAS, College staff have submitted a revised Board Policy *B 3.7, Trustees' Civility and Respect Policy* for review, discussion, and approval by the Board of Trustees, which incorporates the Board's desired revisions,

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves the revisions to Board Policy *B 3.7, Trustees' Civility and Respect Policy*, as submitted.

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Resolution No. 11-5-4

RECOGNITION OF SERVICE

WHEREAS, Alan Briggs, has been a dedicated instructor in the Physical Education and Health Departments of Edmonds Community College for more than forty years, serving the College, the community, and the State of Washington, and

WHEREAS, Al has provided leadership for his program as department chair for many years, and for the college, through his work on multiple committees and projects, and

WHEREAS, Al has mentored and supported thousands of Edmonds Community College students through his emergency response courses and a variety of life-long activity and sports courses, from jogging and tennis to bowling and racquetball, and

WHEREAS, Al's tenure at the college has been marked by a dedication to the health and well-being of students and staff at Edmonds Community College, and

WHEREAS, the Board of Trustees of Edmonds Community College acknowledges Alan Briggs' retirement with deep appreciation for his dedicated service and for his contributions to the college and its students,

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees wishes Alan Briggs many years of happiness and adventure in his retirement years, and that he will have only good memories of his years as an instructor at Edmonds Community College.

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Resolution No. 11-5-5

RECOGNITION OF SERVICE

WHEREAS, Barbara Vandelac has been a devoted employee of Edmonds Community College for twenty-four years, serving the College, the community, and the State of Washington, and

WHEREAS, Barbara has made a strong contribution to the financial success of the College through her position as Accounts Payable Lead, and

WHEREAS, she has provided vital accounts payable expertise, excellent quality work, support to her co-workers and college customers and practical training to student workers, and

WHEREAS, she has demonstrated excellent management skills with her co-workers in the Accounts Payable area and,

WHEREAS, she has worked with dedication, understanding, patience, positivity, a strong work ethic, and a large measure of humor in all her duties, and

WHEREAS, the Board of Trustees has been advised that Barbara Vandelac will conclude her career at Edmonds Community College effective March 31, 2011, to begin a new phase of her life, and

WHEREAS, the Board of Trustees of Edmonds Community College wishes to acknowledge her retirement with deep appreciation for her dedicated service,

NOW THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees wishes Barbara Vandelac many years of happiness and adventure in her retirement years, and that she will have only good memories of her association with Edmonds Community College.

Emily Yim, Chair

ATTEST:

Date Approved

Jean Hernandez, Secretary



Background

Washington Community College District 23

Board of Trustees

FISCAL YEAR 2011-12 *ASEdCC SUSTAINABILITY FEE*

Subject

Proposed ASEdCC Sustainability Fee for (FY) 2011-12.

Background

The ASEdCC Executive Board took action to assess students a Sustainability Fee effective summer quarter 2011. The purpose of the Sustainability Fee is to promote and educate the campus community on sustainable practices and create a more environmentally conscious college. The fee will be administered by the ASEdCC Executive Board in conjunction with the college's Sustainability Council. This fee will provide funding for the following programs:

- Sustainability Tracking and Rating System (STARS)
STARS is a program that provides institutions of higher education with tools to measure their sustainability through economic, diversity, academic, and environmental diversity on campus. It was developed by the Association for Advancement of Sustainability in Higher Education (AASHE).
- Grant Funding
Grant funding will be available to the campus community to develop proposals that fit the parameters of sustainability as interpreted by the Sustainability Fee Committee (SFC). The Committee will consist of 2 executive officers, 2 students at large, 2 faculty members, and 1 staff member.
- Educational Materials
Education materials will be placed around campus to enhance awareness of sustainability issues and demonstrate what Edmonds Community College is doing to address environmental topics and sustainable practices.
- Supplies and Transportation
The Sustainability Fee will provide funding for the implementation of programs and events and fund sustainability related trainings.
- Food Services Subsidy
Funding will provide sustainable and healthy options in the cafeteria, including

eliminating all Styrofoam containers and support the use of more compostable materials and cutlery.

- Green Team

The Green Team will function as student campus environmentalists that will provide training and information on sustainable practices at various campus events.

A fee of \$ 0.50 per credit will be charged with an approximate budget of \$100,000, which will be allocated to:

Recommendation

Board of Trustees approval of the proposed FY 2011 -12 ASEdCC Sustainability Fee as submitted.



Background

Washington Community College District 23

Board of Trustees

FISCAL YEAR 2011 - 2012
SERVICES & ACTIVITIES FEE
STUDENT CENTER M & O FEE
ASSESSMENT FEE
TECHNOLOGY FEE
ATHLETIC FIELD FEE
BUS PASS USER FEE
SUSTAINABILITY FEE

Subject

Proposed ASeDCC Services and Activities fees for Fiscal Year (FY) 2011-12.

Background

The ASeDCC budget development process is outlined in the ASeDCC Financial Code and RCW 28B.15.045. The ASeDCC Executive Board is responsible for determining fee levels within the guidelines that the State Legislature and the State Board of Community and Technical Colleges have set.

The following fees are submitted for consideration:

The Associated Students recommend to the Board of Trustees fee levels for the following seven fees. The Services and Activities Fee and six local voluntary self-assessed fees. The Services and Activities Fee maximum is set by the State Board for Community and Technical Colleges and the six local voluntary self-assessed fees are set by the Associated Students Executive Board. The State Legislature has given authority to each college to determine local fees.

The Associated Students voted to raise the Services and Activities Fee to the maximum allowed and raised the Student Center Maintenance and Operation Fee. Kept the Assessment Fee, Technology Fee, Athletic Field Fee and the Bus Pass User Fee at the current levels and approved a new Sustainability Fee.

Current AEdCC Fees

Services and Activities (S&A) Fee

The Services and Activities Fee is included as part of tuition a student pays

S&A Fee 2010-2011	\$8.60/credit (credits 1-10)	\$4.20/credit (credits 11-18)
S&A Fee 2011-2012	\$9.20/credit (credits 1-10)	\$4.50/credit (credits 11-18)
	(estimated \$0.60/credit increase)	(estimated \$.30/credit increase)

Student Center Maintenance and Operation (M&O) fee

The Associated Students took action to assess themselves a Student Center M&O Fee. The fee was instituted in 2005-06 to support a dedicated fund for the M&O of the new student center. Currently, the State does not automatically fund M&O of buildings constructed with Certificates of Participation (COP). This fee ensures a dedicated revenue source toward the operation of the student center.

Student Center M&O Fee 2010-2011	\$.27/credit
Student Center M&O Fee 2011-2012	\$.32/credit (\$.05 increase)

Assessment Fee

The Associated Students took action to assess themselves a fee to fund the Brier Triton Student Center and subsidizes the bus pass program with Community Transit.

Assessment Fee 2010-2011	\$5.40/credit
Assessment Fee 2011-2012	\$5.40/credit

Technology Fee

The Associated Students took action to assess themselves a Technology Fee. It is used to fund staff positions to support the operation of the open computer labs and fund technology related projects through the Technology Investment Management Committee (TIMC).

Technology Fee 2010-2011	\$2.40/credit
Technology Fee 2011-2012	\$2.40/credit

Athletic Field Fee

The Associated Students took action to assess themselves an Athletic Field Fee. This fee began in summer quarter 2010 to support the construction of an artificial turf field where the current baseball field is. This fee is designed to be temporary in that it supports the capital construction costs and will end once the project is paid for.

Athletic Field Fee 2010-2011	\$1.50/credit
Athletic Field Fee 2011-2012	\$1.50/credit

Bus Pass User Fee

The Associated Students took action to assess students who want a bus pass a quarterly fee. This user fee began in summer quarter 2010 to subsidize the bus contract with Community Transit. Increased ridership and contract costs require that all students who use this service pay a small fee to receive free local bus service

Buss Pass User Fee 2010-2011	\$15.00/quarter
Buss Pass User Fee 2011-2012	\$15.00/quarter

New AEdCC Fee

Sustainability Fee

The Associated Students took action to assess themselves a Sustainability Fee. This fee will begin in summer quarter 2011 to provide dedicated funding to enhance sustainability on campus. This fee will provide funding for grant opportunities, create new student part-time jobs known as “green team,” and purchase supplies to educate the campus community about sustainability practices.

Sustainability Fee 2011-2012 \$.50/credit

Recommendation

Board of Trustees approval of the proposed FY 2011-2012 AEdCC Services and Activities Fee, Student Center M&O Fee, Assessment Fee, Technology Fee, Athletic Field Fee, Bus Pass User Fee and Sustainability Fee as submitted.



Background

Washington Community College District 23

Board of Trustees

FISCAL YEAR 2011-12 ASEDCC BUDGET

Subject

Proposed ASEDCC Services and Activities Fee Budget for (FY) 2011-12.

Background

The ASEDCC budget development process is outlined in the ASEDCC Financial Code and RCW 28B.15.045. The ASEDCC Service and Activity Fee Committee has balanced the proposed budget following the process, timeline and guidelines contained in the ASEDCC Financial Code.

The following budget is submitted for consideration:

2011-12 Projected Revenue = **\$1,317,000**

Increased funding emphasis for the 2011-12 academic year are for the following programs:

- Funding for Students with Disabilities increases 41%
Increased funding to support hours for tutoring for students with disabilities.
- Funding for Learning Support Center increases 29%
Increased funding to support online tutoring and additional hours for on-ground tutoring.
- Funding for Diversity Student Center increases 82%
Increased funding to support extended open hours of the Diversity Student Center and support additional events that were previously funded in the Diversity Affairs budget.
- Funding for Career Pathways Presentation increases 49%
Increased funding to support additional events and a part-time hourly student to plan events.

New Programs Recognized and Funded:

- Leadership is You Conference
Provides funding for a student leadership conference on campus.
- Intramural Program
Provides funding for a part-time hourly student and funding to plan intramural events on the new multisport complex.
- Student Technology Resource and Reference Center
Provides funding for part-time hourly students working in the proposed Student Technology Resource and Reference Center.

Recommendation

Board of Trustees approval of the proposed FY 2011 -12 ASEDCC budget as submitted.

Services and Activities Budget 2011-2012

No.	Account Number	Program Title	2010 - 2011 Allocation	Preliminary 2011-2012 Allocation	Difference (\$)
1	2020	Game Room	21,493.00	17,574.00	-3,919.00
2	2050	Front Desk	25,711.00	26,243.00	532.00
3	2110	ASEdCC Executive Board	66,341.00	66,974.00	633.00
4	2116	Program/Event Refreshment Support	3,185.00	435.00	-2,750.00
5	2117	Legislative Action	1,430.00	1,430.00	0.00
6	2140	Student Leadership Training	24,462.00	23,139.00	-1,323.00
7	2210	Student Activities Supervision	69,494.00	69,494.00	0.00
8	2220	Lecture Series	35,500.00	35,500.00	0.00
9	2225	Information Center	26,902.00	26,902.00	0.00
10	2240	Student Activities Programming	45,200.00	44,500.00	-700.00
11	2280	Commencement	23,144.00	21,827.00	-1,317.00
12	2285	Awards Dessert	4,200.00	4,200.00	0.00
13	2292	Students with Disabilities	17,316.00	24,441.00	7,125.00
14	2310	Internship Fair	1,600.00	1,600.00	0.00
15	2311	Edmonds Career Access Program	900.00	900.00	0.00
16	2312	Orientation Support	12,150.00	12,150.00	0.00
17	2313	Service Learning	11,919.00	15,069.00	3,150.00
18	2315	Residential Life Program	33,300.00	32,800.00	-500.00
19	2325	Art Gallery	7,500.00	8,429.00	929.00
20	2330	Childcare	115,257.00	119,917.00	4,660.00
21	2340	Learning Support Center	49,500.00	63,800.00	14,300.00
	2345	University Travel	542.00	0.00	
	2350	Diversity Affairs	11,940.00	0.00	
	2355	Peer to Peer Used Books	780.00	0.00	
22	2360	Diversity Student Center	17,285.00	31,423.00	14,138.00
	2370	Etiquette Lunch	964.00	0.00	

23	2404	Career Pathways Presentation	9,027.00	13,466.00	4,439.00
24	2405	Career Fair/Specialized Hiring Events	3,700.00	4,680.00	980.00
	2406	Network 'til You Get Work	4,500.00	0.00	
25	2410	Clubs	39,143.00	38,139.00	-1,004.00
26	2610	Student Newspaper	21,600.00	21,600.00	0.00
27	2620	Triton Calendars	18,000.00	20,150.00	2,150.00
28	2630	Between the Lines	15,200.00	15,000.00	-200.00
29	2640	Publicity	9,079.00	9,694.00	615.00
30	2660	Printing	2,000.00	2,000.00	0.00
31	2670	Digital Signage	7,958.00	6,899.00	-1,059.00
32	2680	Black Box Theatre	15,000.00	15,000.00	0.00
33	2705	Athletic Scholarships	20,000.00	20,000.00	0.00
34	2710	Athletic Administration	81,250.00	76,250.00	-5,000.00
35	2712	Post-Season Travel	10,000.00	10,000.00	0.00
36	2713	Athletic Travel/Per Diem	50,000.00	50,000.00	0.00
37	2714	Uniform Schedule	6,000.00	6,500.00	500.00
38	2720	Men's Soccer	6,000.00	6,500.00	500.00
39	2725	Women's Soccer	6,000.00	6,500.00	500.00
40	2730	Men's Basketball	6,000.00	6,500.00	500.00
41	2740	Baseball	9,000.00	9,500.00	500.00
42	2750	Volleyball	6,000.00	6,500.00	500.00
43	2760	Women's Basketball	6,000.00	6,500.00	500.00
44	2770	Softball	6,000.00	6,500.00	500.00
45	2790	Athletic transportation	35,000.00	35,000.00	0.00
46	2795	Athletic Facilities	15,000.00	15,000.00	0.00
	2800	Theater Arts/Drama	23,000.00	0.00	
47	2810	Jazz Band	6,700.00	6,450.00	-250.00
48	2820	Soundsation	12,750.00	12,550.00	-200.00
49	2830	Jazz Festival	11,950.00	11,750.00	-200.00
50	2850	Symphonic Choir	13,300.00	13,150.00	-150.00
51	2855	Music Licensing for EdCC	6,000.00	6,400.00	400.00
52	2860	Music Programmer	7,080.00	7,166.00	86.00
53	2865	Music Scholarships	5,000.00	5,000.00	0.00

54	2870	ISS Programmer	7,080.00	7,166.00	86.00
55	2920	Unallocated Reserve	83,668.00	70,697.00	-12,971.00
56	2940	Building Funding	100,000.00	100,000.00	0.00
New Programs					
57		Leadership is You Conference		6,500.00	6,500.00
58		Intramural Program		9,271.00	9,271.00
59		Student Technology Resource and Reference Center		4,275.00	4,275.00
Total			1,312,000.00	1,317,000.00	5,000.00



Background

Washington Community College District 23

Board of Trustees

ASEdCC

Constitution and By-Laws Amendments

Subject

Associated Students of Edmonds Community College (ASEdCC) amendments to the ASEdCC Constitution and By-Laws.

Background

The Constitution and By-Laws of the Associated Students of Edmonds Community College adopted in 2006 provides in Article IX the process to amend the document. The Constitution and By-Laws was first amended in April 2007 and the ASEdCC Executive Board is proposing to amend the document to more accurately reflect the operation of the ASEdCC. The amended document contains format and language changes and additional responsibilities to some of the Executive Officer positions.

Proposed Amendments

1. Article I, section 2: “governing body” change to; “student government”
2. Article I, section3: “sole governing” change to; “student government”
3. Article II, section 3: “association members” change to; “Executive Board”
4. By-Laws: Article II: Add
A – P Duties of officers.
5. By-Laws: Article II, section 3: Add
“Voice Academy” to job description H

6. By-Laws: Article II, section 6: Add
 - E. Responsible for representing ASEdCC in all digital signage operations and decisions.
 - F. Responsible for understanding and operating TSC technology and mediation.
 - G. Work with College Relations in managing EdCC web pages and social media sites.
 - H. Responsible for monitoring and managing ASEdCC web pages and social media accounts.

7. By-Laws: Article II, section 7: Add
 - H. Work with academic division heads to coordinate quarterly visits by the Executive Board to each division.
 - I. Responsible for coordination the participation of the Executive Board at campus orientations and tours

8. By-Laws: Article II, section 8: Add
 - C. Meet as needed with the Vice President for International Student Services.
 - D. Meet as needed with the Diversity Council chair
 - E. Meet as needed with the Diversity Student Center staff.

9. By-Laws: Article III, Section 1: “the term of office shall be August 15th of the year selected, though June 15th of the following year.” Change to; “The term of office shall start first day of Summer quarter through the last day of Spring quarter. “

10. By-Laws: Article VI: “Any vacancies in the Executive Officer positions shall be filled by the Executive Board within three (3) weeks of the time vacancy.” Change to; “Any vacancies in the Executive Officer positions shall be filled by the Executive Board within 20 instructional days excluding holidays and breaks.”

Recommendation

Board of Trustees approval of the amendments to ASEdCC Constitution and By-Laws as submitted.

THE CONSTITUTION

Of the Associated Students of Edmonds Community College

PREAMBLE

We the students of Edmonds Community College announce our desire and intention to take an active and responsible role in our own educational, cultural, social and recreational development, to exhibit intelligence and concern by making meaningful contributions to the administrative process of the institution, and to unite in association under the direction of this constitution for the purpose of promoting, directing and financing student affairs.

ARTICLE I – RECOGNITION

Section 1: The Association shall now and hereafter be known as the Associated Students of Edmonds Community College (ASEdCC), and hereinafter referred to as the Association.

Section 2: The recognized **student government** body of the Association shall be known as the Executive Board.

Section 3: The Executive Board shall be the **student government** body sanctioned by the District 23 Board of Trustees for the administration of Association affairs.

ARTICLE II – AUTHORITY

Section 1: The Executive Board shall have the authority as granted by the Board of Trustees of Edmonds Community College to legislate, promote and regulate the affairs of the Association.

Section 2: This authority shall extend to all areas of student affairs as deemed necessary by the Executive Board, except where reserved by specific statute or regulation.

Section 3: Initial ratification of this constitution and by-laws shall be made through a vote of the **Executive Board** members. A simple majority of association members voting shall constitute ratification. If ratified by the members, this constitution and by-laws shall become effective July 1, 2006.

ARTICLE III – EXECUTIVE BOARD MEMBERS

Section 1: The selected officers of the Association shall be known as the Executive Officer for Administrative Liaison, Executive Officer for Budget and Finance, Executive Officer for Community Relations, Executive Officer for Student Relations, Executive Officer for Student Clubs, Executive Officer for Technology, Executive Officer for Academics and Executive Officer for Diversity.

Section 2: The Director for Student Programs shall be an Ex-Officio member of the Executive Board without voting privileges for the purpose of acting as Executive Board advisor.

Section 3: Members of the Executive Board must be members of the Association.

Section 4: These officials, and no others, shall hereinafter be known as the Executive Board.

ARTICLE IV – MEMBERSHIP

Section 1: All currently registered students at Edmonds Community College are eligible for membership in the Association.

Section 2: Membership in the Association shall grant specific rights, including the right to vote in all Association elections and other rights and privileges stated herein.

ARTICLE V – EXECUTIVE BOARD SELECTIONS

- Section 1: Executive Board members shall be selected through an application review process. The Selection Committee shall be comprised of: four student representatives, one faculty member appointed by the College Vice-President for Instruction, one administrator appointed by the College President and the Director for Student Programs.
- Section 2: The selection process shall take place during spring quarter.

ARTICLE VI– REVENUES

- Section 1: The Association shall have the authority to generate revenue through the collection of Services and Activities (S and A) fees, admission charges, fund raising programs, and other means deemed beneficial by the Executive Board, and regulate the same.
- Section 2: Once collected, Association funds shall come under the authority of the Executive Board.

ARTICLE VII – CONSTITUTIONAL INTERPRETATION

- Section 1: The Executive Board shall reserve the right to interpret this document and its by-laws.
- Section 2: Such interpretation shall be made through the adoption of a position statement.

ARTICLE VIII– INITIATIVE

- Section 1: Members of the Association shall have the right to initiate and implement legislation.
- Section 2: This shall take form through a fair process of voting conducted in a timely manner.

ARTICLE IX – AMENDMENTS

- Section 1: Amendments to this document shall be initiated by Executive Board action, by initiative or by administrative action in collaboration with the Executive Board.

BY-LAWS to the CONSTITUTION

Of the Associated Students of Edmonds Community College

ARTICLE I – AUTHORITY

- Section 1: The Executive Board shall create and implement procedures and policies necessary in dealing with the affairs of the Association. The Executive Board shall make policy decisions about the Services and Activities(S and A) Budget and its administration, as outlined in the ASEdCC Financial Code.

ARTICLE II – DUTIES OF OFFICERS

Includes all Executive Officers:

- A. Promote the goals and objectives of the Executive Board.**
- B. Chair weekly Executive Board meetings on a rotating basis with the other Executive Board members.**
- C. Attend all Executive Board meetings as a voting member.**
- D. Other than academic course work, make the Executive Board top priority.**

- E. Perform other duties as assigned by the Director for Student Programs.
- F. Attend mandatory training and leadership development sessions/classes.
- G. Serve on College committees as assigned.
- H. Complete a program portfolio and quarterly reports.
- I. Adhere to all State laws and College policies, procedures and departmental guidelines.
- J. Be willing to work within the institution's internal procedures to voice concerns and resolve conflicts, should a conflict arise.
- K. Communicate well through spoken, written and electronic means of communication.
- L. Participate in a quarterly job evaluation process. If the officer does not meet minimum position requirements, the Director for Student Programs may establish a probationary period or terminate employment.
- M. Attend and represent the Executive Board at College events as assigned.
- N. Post and maintain regular office hours.
- O. Maintain records, reports and documents of business on file.
- P. Act as 522 account director liaison.

Section 1: The Executive Officer for Administrative Liaison shall:

- A. Serve as the primary student administrator for the Association.
- B. Serve as the liaison to the College administration and attend the Board of Trustees meetings as the student representative.
- C. Appoint students to all College and Board committees, with the exception of all tenure committees.
- D. Implement action on motions passed by the Executive Board.
- E. Represent students at President's Cabinet as directed by the Vice-President for Student Services.
- F. Meet as needed with the Vice-President for Student Services.

Section 2: The Executive Officer for Budget and Finance:

- A. Act as the financial manager of the Association.
- B. Act as the financial advisor to all programs financed by the Association.
- C. Monitor current records of all Association revenues and expenditures.
- D. Continually promote compliance with the ASEdCC Financial Code, the Revised Code of Washington and the regulations of the Office of Financial Management, State Board for Community and Technical Colleges and Edmonds Community College and report to the Executive Board known violations of these statutes and regulations.
- E. Maintain an accurate inventory of all Association property purchased during the fiscal year.
- F. Develop and chair the annual Services and Activities Fee budget allocation process.
- G. Make reports to the Executive Board, College administration and Board of Trustees upon request and/or as needed.
- H. Meet as needed with the Vice-President of Finance and Operations to discuss ASEdCC budgets and fees.

Section 3: The Executive Officer for Community Relations shall:

- A. Serve as the student representative on the College Legislative Action Committee.
- B. Serve as the student representative to the Commencement Committee.
- C. Serve as the student representative to the Arts, Culture and Civic Engagement Initiative Committee.
- D. Represent the Association at legislative functions such as testifying in Olympia.
- E. Coordinate on-campus voter registration and information.

- F. Chair the Elections Committee as needed.
- G. Draft Executive Board position statements as necessary.
- H. Attend the annual Legislative Academy and Voice Academy.
- I. Meet as needed with the Vice-President for College Relations and Advancement.

Section 4: The Executive Officer for Student Relations shall:

- A. Be responsible for student advocacy.
- B. Understand the Student Rights, Freedoms and Responsibilities in order to assist students in interpreting and using the document.
- C. Relay student concerns and problems to the Executive Board and the College administration.
- D. Develop student surveys and gather student input on issues affecting the Association and the student body.
- E. Provide advocacy for co-curricular, service learning and volunteer programs.

Section 5: The Executive Officer for Clubs shall:

- A. Work as an advocate for Clubs.
- B. Serve on the planning committee for the annual awards program for the Association.
- C. Provide Executive Board with reports on club activities and club chartering.
- D. Work with the Student Programs Advisor on the club chartering process.
- E. Understand the club chartering process and assist clubs in understanding policies and procedures related to club chartering and programs.
- F. Assist in club member recruitment and quarterly club fairs.
- G. Promote club and campus involvement at the quarterly club fairs.
- H. Attend club meetings and programs as assigned by the Student Programs Advisor.

Section 6: The Executive Officer for Technology shall:

- A. Develop and chair the annual Technology Fee Management Committee.
- B. Advocate for technology support and training for all students.
- C. Act as student representative on the Technology Advisory Committee.
- D. Meet as needed with the Executive Director for Information Technology.
- E. Responsible for representing ASEdCC in all digital signage operations and decisions.
- F. Responsible for understanding and operating TSC technology and mediation.
- G. Work with College Relations in managing EdCC web pages and social media sites.
- H. Responsible for monitoring and managing ASEdCC web pages and social media accounts.

Section 7: The Executive Officer for Academics shall:

- A. Represent students at Instructional Staff meetings as directed by the Vice-President for Instruction.
- B. Provide reports to and from Instructional Staff as directed by the Vice-President for Instruction.
- C. Appoint students to tenure committees in collaboration with the Vice-President for Instruction.
- D. Be responsible for coordinating/conducting class related surveys.
- E. Act as a student advocate for student or classroom issues.
- F. Serve on the Teaching and Learning Committee.
- G. Meet as needed with the Vice-President for Instruction.

- H. Work with academic division heads to coordinate quarterly visits by the Executive Board to each division.
- I. Responsible for coordinating the participation of the Executive Board at campus orientations and tours.

Section 8: The Executive Officer for Diversity shall:

- A. Support all campus wide diversity efforts.
- B. Serve on the Diversity Council.
- C. Meet as needed with the Vice President for International Student Services.
- D. Meet as needed with the Diversity Council chair.
- E. Meet as needed with the Diversity Student Center staff.

ARTICLE III – TERM OF OFFICE

Section 1: The term of office shall start the first day of Summer quarter through the last day of Spring quarter.

ARTICLE IV – CONDITION OF EXECUTIVE BOARD TENURE

Section 1: Each member of the Executive Board is responsible for fulfilling that member's job description.

Section 2: A signed Student Programs Expectations Agreement must be on file at the time the officer takes office.

Section 3: Each board member shall establish goals and timelines for achieving those goals and file copies with Director for Student Programs.

Section 4: The Director for Student Programs shall have the discretion to call quarterly evaluations, both to meet with individual Executive Board members or the Board as a whole for the purpose of evaluating job performance.

Section 5: Any Executive Board member not fulfilling her or his job description may receive a written request from the Director for Student Programs to amend the situation.

Section 6: The Director for Student Programs shall have the right to terminate employment.

Section 7: Students must have a minimum 2.5 cumulative gpa and at least six (6) Edmonds Community College credits to apply for an Executive Board position.

Section 8: To remain in office, all Executive Board members shall maintain successful progress towards their academic goals by completing at least six (6) credit hours per quarter, excluding summer quarter, and maintaining a grade point average of at least 2.50 each quarter.

Section 9: If at any time during his or her tenure a member of the Executive Board is unable to meet the quarterly academic requirement, at the discretion of the Director for Student Programs, he or she may be placed on a one time only academic probation status for one quarter.
(Amendment approved April 23, 2007)

Section 10: Selected officers may serve a maximum of 2 consecutive terms. Time served as an appointed officer filling a vacancy on the Executive Board is not included in this term limit.

ARTICLE V – EXECUTIVE BOARD RECALL

Section 1: Any member of the Association may initiate a recall against an Executive Board member.

Section 2: Such procedure shall be in accordance with ARTICLE IX – Initiative.

ARTICLE VI – VACANCIES

Section 1: Any vacancies in the Executive Officer positions shall be filled by the Executive Board within 20 instructional days excluding holidays and breaks.

Section 2: The appointment shall be ratified by a two-thirds (2/3) vote in the affirmative by the Executive Board.

ARTICLE VII – MEETINGS

Section 1: Regular meetings of the Executive Board shall be held weekly during fall, winter and spring quarters.

Section 2: Special Executive Board meetings may be called as necessary.

Section 3: The Executive Board reserves the privilege of executive session when deemed appropriate by the chair, and in accordance with the Open Public Meetings Act, RCW 42.32.020.

Section 6: The order of business for the Executive Board meetings shall be:

- A. Call to order
- B. Roll call
- C. Approval of minutes
- D. Correspondence
- E. Reports
- F. Unfinished business
- G. New business
- H. Open floor
- I. Announcements
- J. Adjournment

Section 7: Each member of the Executive Board, except the chair, shall exercise one vote. The chairperson shall cast a vote only in the event of a tie.

Section 8: No proxy votes shall be accepted.

Section 9: Five (5) members shall constitute a quorum.

Section 10: Unless otherwise specified in this document, all matters under consideration shall be ratified by a simple majority.

Section 11: Robert's Rules of Order, current edition, shall be the rules of the day.

ARTICLE VIII – ELECTIONS

Section 1: The Election Committee, under the chair of the Executive Officer for Community Relations, shall be responsible for coordinating elections and have the authority to develop necessary policy and regulations to effectively manage Association elections.

Section 2: The Election Committee shall be comprised of three (3) students appointed by the Executive Officer for Administrative Liaison and the Director for Student Programs as the advisor and non-voting member.

Section 3: Should any member of the Election Committee show a direct interest in the outcome of the election, the Executive Officer for Administrative Liaison shall appoint another member to the Committee.

Section 4: Only currently enrolled members of the Association shall be eligible to vote. Members shall cast only one (1) ballot.

Section 5: After the final closing of the polls, the Director for Student Programs and the chair of the Elections Committee shall validate the election results. A simple majority carries the vote.

Section 6: The election results shall become validated eight (8) calendar days after the completion of the election, assuming no complaint is filed. In the event of a complaint, the results shall be validated after eight (8) calendar days, or at the conclusion of the hearing on the complaint and all appeals, whichever is later.

Section 7: The Election Committee shall prepare for an election by preparing and posting publicity in such a manner as to ensure that Association members shall be informed.

Section 8: Association members implicated in tampering with the voting process shall be referred to the College discipline process.

ARTICLE IX- INITIATIVE

Section 1: Any member of the Association may initiate an article of legislation by:

- A. Presenting to the Executive Board a petition containing the signatures of Association members that in total exceed the numerical value of 5% of the current enrollment (headcount) for that quarter.
- B. Upon receipt of a valid petition, the Executive Board shall call an election of the Association not less than two (2) weeks and not more than four (4) weeks after presentation of the petition to the Executive Board at a regularly scheduled meeting.
- C. Notice of the initiative voting process shall be posted at various locations on campus and on the website for at least one (1) instructional week prior to an election.
- D. An initiative shall become policy upon receiving a simple majority of the votes cast in the affirmative. The total number of ballots cast must exceed the numerical value of 5% of the current enrollment (headcount) for that quarter to have a valid election.

ARTICLE X- REFERENDUM

Section 1: The Executive Board reserves the right to initiate a referendum.

Section 2: Such action shall pass out of the Executive Board by a two-thirds (2/3) affirmative vote.

Section 3: Referenda must be ratified by an election no sooner than two (2) weeks and no later than four (4) weeks after Executive Board approval. Referenda shall be posted at various locations on campus and on the website for at least one (1) week prior to an election.

Section 4: Referenda shall become policy only after receiving a simple majority of the votes cast by the Association in the affirmative. The total number of ballots cast must exceed the numerical value of 5% of the current enrollment (headcount) for that quarter to have a valid election.

ARTICLE XI- POSITION STATEMENT

Section 1: The Executive Board reserves the right to clarify and interpret documents and policies, answer complaints and establish Association positions on issues.

Section 2: The Executive Board shall issue a position statement when:

- A. A member of the Association makes a written request for clarification of any document, policy or procedure relating to student affairs.
- B. The Executive Board, through the passage of a motion, desires to take a position on an issue of importance to the Association or for clarification necessary for the maintenance of internal affairs.

Section 3: The procedure for adopting a position statement shall be as follows:

- A. The Executive Officer for Community Relations shall research the situation in depth and draft a preliminary position statement.
- B. Not more than two (2) weeks shall elapse during this drafting. No later than the first Executive Board meeting following the conclusion of the two (2) week draft period, the preliminary draft shall be presented.
- C. To be adopted, the draft must receive a two-thirds (2/3) affirmative vote of the Executive Board.

- D. Should a draft fail to pass, it shall be referred back to the Executive Officer for Community Relations for the purpose of revision. A revised draft shall be presented at the next Executive Board meeting.
- E. A position statement must be adopted within six (6) calendar weeks of the original request or motion.

Section 4: Approval of a position statement shall require a two-thirds (2/3) affirmative vote of the Executive Board.

ARTICLE XII- APPEALS PROCEDURE

Section 1: A member of the Association may appeal actions of the Executive Board only in the following instances:

- A. When a member of the Association is in the belief that the Executive Board is in violation of any applicable regulatory document.
- B. When a member of the Association is in the belief that an initiative or referendum vote was not conducted properly.
- C. When a former Executive Board member feels that action taken to terminate his/her tenure was unwarranted.

Section 2: Appeals shall be submitted to the Senior Associate Dean for Student Life and Development or his or her designee.

ARTICLE XIII- FINANCES

Section 1: All allocation, budgeting, and accounting procedures of the Association shall be in accordance with the AEdCC Financial Code, the Revised Code of Washington, and all applicable regulations of the office of Financial Management, the State Board for Community and Technical Colleges and Edmonds Community College.

ARTICLE XIV- INTERPRETATION

Section 1: The Executive Board shall reserve the right to interpret this document and its by-laws.

Section 2: Such interpretation shall occur through adoption of a position statement, as described in Article XI.

ARTICLE XV- OTHER REGULATORY DOCUMENTS

Section 1: Other documents which govern specific areas of student affairs are recognized and identified as:

- A. Student Rights, Freedoms and Responsibilities
- B. AEdCC Financial Code
- C. AEdCC Fiscal Year Budget
- D. The Revised Code of Washington
- E. The Washington Administrative Code

ARTICLE XVI- AMENDMENTS

Section 1: The Executive Board may approve amendments to the Constitution and By-laws by a two-thirds (2/3) majority vote of the members present at a duly constituted meeting. After administrative review, approval of the changes shall be recommended to the Board of Trustees for final approval.

Section 2: Through passage of an initiative vote of the Association members as described in Article IX, members of the Association may approve amendments. After administrative review, approval of the changes shall be recommended to the Board of Trustees for final approval.

Section 3: In collaboration with the Executive Board, the administrative staff of the College may propose amendments to the Board of Trustees for final approval.

THIS CONSTITUTION AND BY-LAWS SHALL SUPERSEDE ANY AND ALL PREVIOUS DOCUMENTS OF SAID TITLE. Adopted by the Edmonds Community College District 23 Board of Trustees on January 17, 2006

Ratified by a vote of the Associated Students of Edmonds Community College February 22, 2006.

Amended April 2007

Background

2011-2012 International Contract Programs

Subject

Consideration of the 2011-2012 International Contract Programs.

Background

In September 2007, SBCTC gave the colleges guidelines on how to continue or terminate international contract programs. This resulted from requests made by several colleges intending to convert their international contract enrollments to state supported enrollments. The basis for these guidelines is provided by RCW 28B.50.140 (17) and WAC 131-32-020(1) that delineates a “shared funding” concept for colleges who opted to continue with the international contract programs. Other existing provisions of State Board policy (Sections 4.70.30 and 5.90.50) for International Contract programs remain unchanged. Thus, colleges who continue its International Contract programs were required to:

1. Contract with third party that has been approved by the State Board staff and as to form by the college’s AAG and include the following.
 - a. Substantive action on the part of the contractor
 - b. Estimated number of students to be served and the fees to be charged
 - c. Budget demonstrating revenues from the program will cover the full cost of instruction including both direct and indirect costs
2. District board had to adopt a resolution stipulating that the International Contract programs would be supporting additional courses that would otherwise not be offered within current state funding levels.
3. By July 1, 2008, each college seeking to continue an International Contract program had to submit to SBCTC a copy of the proposed contract district board resolution as described in 2 above.

These steps were taken by the board in 2008.

By July 1 of each year the colleges seeking to continue its International Contract programs must submit to SBCTC at minimum, documents updating enrollment estimates, revenue projections and program budget estimates as well as a currently approved district board resolution as described in 2 above.

The College has chosen to continue its International Contract programs within the “shared funding” model provided by SBCTC; and will continue with its existing contract with the

Edmonds Community College Foundation for these services. A draft of the enrollment and budget estimates are available upon request.

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the 2011-2012 International Contract programs at the June 2011 meeting of the Board of Trustees.

Washington Community College District 23

Background

2011-2012 College Fee Schedule

Subject

Consideration and approval of the 2011-2012 College Fee Schedule.

Background

One of the changes brought about during the 09-10 legislative state budget-building process was the elimination of the caps and constraints on course fees imposed by Initiative 601 and the Legislative approval process imposed by Initiative 960. In their place, colleges now have the ability to manage fees with no specific limits. The language specifically states that colleges may now set fees, “. . . by amounts judged reasonable and necessary by the trustees.”

Initiative 601 (I-601) was passed by the voters of Washington in 1993 and states, "No fee may increase in any fiscal year by a percentage in excess of the fiscal growth factor for that fiscal year without prior legislative approval." According to the initiative, "fiscal growth factor" means the average of the sum of inflation and population change for each of the prior three fiscal years. The fiscal growth factor is calculated by the state Office of Financial Management. However, beginning with the 2007-09 biennium, the fiscal growth factor is the average growth in state personal income for the prior ten fiscal years.

Initiative 960 (I-960), also passed by the voters of Washington in 1997, amended I-601 to the extent that any new fees or increases to the fees subject to I-601 require Legislative approval.

In previous years, college fees (course, program, and general fees) have been raised by a percentage indexed to a fiscal growth rate provided by the State Board for Community and Technical Colleges, using the growth factor calculation described above. Were this a typical year, the college would have increased all applicable fees by a percentage below or up to the amount calculated following these guidelines.

This is an atypical year, however, and the college has taken the following considerations into account when establishing its recommendations for fee increases for the 2011-2012 academic year:

- College operations is anticipating an impact of a \$4 million budget cut imposed by the state. While every effort has been made to absorb this cut in ways which do not impact student access and support, there is still a very real impact to many campus programs and services.
- Raising fees is one way to help offset some of the impact of the state's budget cuts to the colleges and providing this mechanism is, in fact, the reason the legislature has eliminated the fee caps previously imposed by Initiative 601.

- Students are now facing a 12% tuition increase over each of the next two years, on top of the other financial challenges many students are experiencing during this economic downturn. This is a bad time to increase fees to students except where absolutely necessary.

As a result of these considerations, the college is recommending no increase of all applicable fees with some specific exceptions. The college does not want to further impact students any more than absolutely necessary while they are also contending with large tuition increases.

Several program and course fees are being recommended for an increase. These are specific situations where additional service or course revenue is needed to continue offering specific services and courses. Every effort has been made to keep these exception fee increases to a deemed-essential minimum.

In addition, there are a few new courses which require fees. It is normal college operating procedure to create appropriate course fees for new courses which have special costs associated with them.

Ultimately, the goal is to minimize or not increase most applicable college fees and to specifically target those few fees which truly need to be increased in order to sustain courses or services, and to add fees to new courses which have additional costs, in keeping with other similar courses.

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the 2011-2012 College Fee Schedule as presented.



Board of Trustees

Washington Community College District 23

Background

AUTHORIZATION TO EXPLORE SALE OF CORNER (196th/68th) PROPERTY

Subject

Authorization for Edmonds Community College to explore the sale of the corner (196th/68th) property.

Background

In June of 2009 Edmonds Community College purchased .57 acres of real property (vacant land) from the Edmonds Community College Foundation located at 6728 196th Street SW in Lynnwood, WA. This location is across and several blocks down the street from the college's main campus on the corner of 196th Street SW and 68th Avenue West. The purchase price was \$602,622.20.

The site was formerly an Exxon gas station. The gas station building, pumps and underground gasoline storage tanks were removed in 2007. There was leakage from the underground tanks leaving contaminated soil. The contaminated soil was professionally removed and a "No Further Action" determination was issued by the Department of Ecology in October of 2007. The college has defined no short or long term development plans for this property.

In April of 2011 a potential buyer contacted the Vice President of Finance and Operations to express interest in purchasing said property.

The Vice President recommends pursuing this possible sale, with the understanding that any final decision will depend on the strength of the offer and subsequent approval from the Board.

Recommendation

The administration of Edmonds Community College requests that the Board of Trustees adopt the resolution authorizing exploration of the sale of the corner (196th/68th) property.



Board of Trustees

Washington Community College District 23

President's Report May 12, 2011

April signifies a new beginning in the sense that it brings us to spring quarter. We certainly didn't get the same feeling of closure with the legislature and the budget. As expected, a special session was necessary and budget challenges continue to be significant. We'll discuss budget more at the board meeting, but let me give you some of the recent developments, as well as some of my activities from the last few weeks.

Budget concerns featured prominently at the WACTC meeting in late April. A 3% salary reduction appears in both the Senate and the House budgets. The reductions will be determined differently according to employment group. For example, cuts may be mandated for each classified employee, but salary savings from attrition will ease the cuts to exempt and faculty salaries. My feeling is that salary cuts should be applied more equitably. We'll have discussions on this issue as we continue to build our budget. Mandatory furloughs may be added to the salary reductions for all groups. The furloughs will be proportionately longer for those with higher salaries.

Tuition costs will rise, and students can expect an 11-13% increase each year of the biennium. To adjust to increased costs, some fees will need to adjust. Our message to the legislators now is as simple as 1-2-3. First, don't impose further cuts; second, give us maximum flexibility with our minimal budgets; finally, allow us to implement the cuts over 2 years rather than in the first year of the biennium as proposed by the Senate.

A brief update on enrollment: it continues to flatten out, and flat enrollment limits our ability to deal with cuts to our state allotment. The trend we saw winter quarter – a slight increase in headcount accompanied by a slight (2%) decrease in FTE's – is recurring this spring. Predictably, the student-faculty ratio was down slightly winter quarter to 23.4:1, which is right at the system average. We are continuing our vigilance in strategically monitoring low enrolled classes and cutting sections as needed.

We are fortunate that international student enrollment continues to be robust, a tribute to David Cordell and his staff. David made a trip to China in late April and returned encouraged at the contact we are establishing there. The potential for partnerships, exchanges, and articulation agreements in China is extraordinary, and Edmonds CC is leading the way. Our recruiting efforts continue in other parts of the world as we expand one of the top community college international student programs in the country.

Another of our outstanding programs is the Head Start program ably led by Dana Connolly. We just completed an extensive audit of the program – a seven-member review team visited us for several days in April. Two of the auditors spent more than an hour with us at President's Cabinet, and it's obvious that Dana and her team have done an outstanding job serving 540 youngsters this year.

I also am pleased to share Kayla Heard's story. She was recently featured on KING 5 TV as the youngest WSU graduate ever. She began higher education at Edmonds CC and graduated in 2009. It was great fun sending her a congratulatory note, and it's nice to get some publicity for the great job we do with our students. Read more about Kayla:

<http://www.edmondssphere.blogspot.com/>

Edmonds CC continues to be recognized as a leader in our field. We're very excited about receiving the prestigious and highly competitive Relationships in Science Education grant from the National Science Foundation (these grants are rarely awarded to community colleges). It is a \$1 million five-year grant that will give our STEM students additional support to get Associate of Science degrees. This grant involved collaboration from our full-time STEM faculty, all of whom signed the grant. We feel that it will further develop our STEM culture and truly make us a STEM hub. Kudos to David Chalif and his outstanding faculty!

Let me continue to highlight some of my meetings and activities this month:

- Lunch and/or meetings with community leaders such as Joe McIalwain (Edmonds Center for the Arts), Loren Simmons (Lynnwood City Council), and Bob Drewell (Puget Sound Regional Council)
- Attended/presented/welcomed at campus events such as Building Communities Day, Employee Recognition Luncheon, Achieving the Dream Readiness Assessment Forum, the Pow Wow, two all-staff budget forums, and faculty forums.
- Community outreach activities that included a Port of Edmonds tour, a Women of Color Luncheon, the YWCA "Inspire" Luncheon, the annual PRIDE retreat, and a Washington Indian Association Conference sponsored by the Tulalip tribe.
- National activities that included the Community College Virtual Symposium, a presentation on Western Governor's University by Mike Manning, and visits with Morna Foy from Wisconsin Technical College system who is visiting to learn more about our grant-writing activities and budget management strategies.
- Attended WACTC, and met with David Beyer to continue building our partnership.
- My most important activity this past month may have been making a hospital visit to our 3 international students who were seriously injured in a car wreck. They will recover but the accident was quite traumatic for them and their families.

I am still on a steep learning curve as I continue to meet people internally and in our community. Edmonds Community College is a great place to be.

Submitted by: Jean Hernandez, President